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APPROVED CRO MEETING MINUTES FROM JANUARY 7, 1997 PUBLIC MEETING

04/08/97

**CRO
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MINUTES**

CRO/PUBLIC

Fernald Community Reuse Organization

**January 7, 1997
Meeting Minutes**

Overview

The Fernald Community Reuse Organization (CRO) met on Tuesday, January 7, 1997, from 7 p.m. to 9 p.m. at Ross High School, 3425 Hamilton-Cleves Road. The meeting was open to the public.

Twenty-nine people attended the meeting, including CRO members and representatives from the Department of Energy (DOE); the Ohio Environmental Protection Agency; Fluor Daniel Fernald; the Institute of Advanced Manufacturing Sciences; Butler County Economic Development; and Hamilton County Economic Development Company.

CRO Members Present:

Sharon Cornwell
Lisa Crawford
Lou Doll
Ralph Hennard
Bill Hinkle
Maury Hornbach
Darryl Huff
Dan Lawler
David McWilliams
Ken Moore
Tom Renck
Alisa Rhodes
Gary Storer
Bob Tabor
Larry Thinnes
Joe Neyer, exofficio member

CRO Members Excused:

Bob Copeland
Linda Krekeler
Don Thiem

DOE Designated Federal Official Present:

Gary Stegner

Chair's Opening Remarks

Chair David McWilliams opened the meeting at 7 p.m. He explained that the second half of the meeting would be an open discussion with Marty Stevens, Miami University Communications Department. Stevens was involved in the CRO's September 1996 orientation retreat and will facilitate the group's strategic planning sessions. McWilliams asked Stevens to discuss the strategic planning process, timeline, and facilitation approach she intends to use.

Gary Stegner introduced Ken Morgan, DOE Ohio Field Office Public Affairs Director, and Mike Jacobs, DOE FEMP Public Affairs Specialist. Morgan was involved in forming the Fernald Citizens Task Force. Stegner said Jacobs will also provide support services for the CRO.

Stegner said DOE Ohio Field Office contracts personnel would like to meet with McWilliams to discuss the status of the CRO's grant. Stegner will arrange the meeting in the next several weeks. Stegner said he and Julie Loerch have initiated contact with the Los Alamos and Portsmouth CROs to collect information about the organizations' history, charter, legal status, etc., to share with the Fernald CRO.

Approval of Meeting Minutes

Stegner requested a word change in the December 10, 1996, meeting minutes to reflect that the Fernald Environmental Management Project (FEMP) can arrange for the provision of legal services to the CRO prior to incorporation. Members agreed with the change. Ken Moore moved to approve the minutes; Maury Hornbach seconded the motion. The motion passed unanimously.

DRAFT National Council for Urban Economic Development (CUED) Report

McWilliams asked if there were any comments on CUED's draft report to the CRO. Tom Renck submitted written comments on the report. McWilliams said he would send a response letter to CUED by January 10.

Strategic Planning Process -- Marty Stevens

McWilliams introduced Marty Stevens and asked her to discuss her vision of the strategic planning process. Stevens said she will use a group-level team assessment which requires the participation of everyone present, including any non-CRO members who attend the sessions.

Stevens summarized the timeline in Fluor Daniel Fernald's task order with Miami University, which authorizes her support of the CRO:

- | | | |
|----|---|-------------------|
| -- | Initiate facilitation session(s) with CRO | by Jan. 30, 1997 |
| -- | Draft strategic plan | by Feb. 28, 1997 |
| -- | Conduct follow-up session(s) with CRO | |
| | to discuss comments on draft strategic plan | by March 7, 1997 |
| -- | Submit final strategic plan, with electronic file | by March 31, 1997 |

She stressed that the timeline is flexible, however.

Strategic Planning Process (continued)

The group discussed several options for the strategic planning sessions, and agreed to meet for two, four-hour sessions. To accommodate schedules, Stevens will hold two initial sessions. Members can attend either the **Tuesday, January 21 initial session from 6 p.m. to 10 p.m.**, or the **Wednesday, January 22 initial session from 4 p.m. to 8 p.m.** The second session will be held on **Tuesday, February 4 from 6 p.m. to 10 p.m.**, in place of the monthly CRO meeting. Loerch will find locations for the sessions. Stevens will send letters to members confirming the date, time and locations of the sessions.

After the second session is complete, Stevens will use the CRO's notes and feedback to draft the strategic plan. She will mail the draft plan to the CRO prior to the March 4 CRO meeting so members have an opportunity to review it before the meeting. The March 4 meeting will be a regular CRO meeting -- open to the public.

Stevens recommended that only members and others directly involved with the CRO participate in the strategic planning sessions. Ken Morgan discussed the Federal Advisory Committee Act (FACA), which requires that federal advisory committees conduct meetings in the open with opportunities for public involvement. He explained that although the CRO is not an advisory committee mandated under FACA, it should operate under the basic principles of the Act regarding openness and public participation. He suggested that the group clearly document in its meeting minutes and other written materials the reasons for not opening the strategic planning sessions to the public to avoid the potential misperception that CRO operations are closed to public input.

Members discussed several options for conducting its strategic planning sessions, including videotaping the sessions and making the tapes available to the public; inviting open public participation; and holding the sessions in executive session under the provisions of its charter. Crawford recommended that all members communicate with their respective stakeholder groups about the CRO's strategic planning process.

Bill Hinkle motioned to follow Steven's advice to limit attendance during the strategic planning process and hold the strategic planning sessions in executive session, with the understanding that any recommendations made during executive session will be subject to public review and comment. Further, all formal committee actions regarding the final strategic planning document will be discussed and voted on in public. Bob Tabor seconded the motion. All members but one agreed with the motion; Crawford abstained. The motion passed. Members agreed to invite Stegner and Loerch to the strategic planning sessions. Crawford also recommended inviting Laura Hafer, Ohio EPA.

Incorporation

Stegner asked if the CRO is ready to proceed with incorporation during the strategic planning process. The group agreed. Stegner said a Fluor Daniel Fernald attorney would contact McWilliams to discuss the incorporation process.

Other Issues

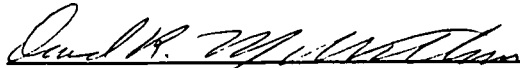
Ken Moore passed out copies of an article "Final Cleanup Taking Shape at Fernald" in the January 1997 issue *ACQUISITION*. Moore suggested that someone write an article about the CRO for the June issue. Jacobs offered to write the article. Crawford asked Stegner who wrote the article; Stegner said he would let her know.

Adjournment

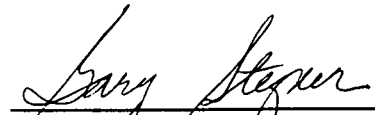
McWilliams adjourned the meeting at 8: 50 p.m.

The CRO approved the January 7, 1997, meeting minutes at the March 4, 1997, CRO meeting.

I agree that the minutes are an accurate account of the January 7, 1997, Community Reuse Organization meeting.


David McWilliams, Chair
Fernald Community Reuse Organization

4/1/97
Date


Gary Stegner, DOE Designated Federal Official

4/8/97
Date